EQUIPMENT MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFMAN 23-110, Volume 2, Part 2, Chapter 22, is supplemented as follows:

This publication does not apply to the Air National Guard or Air Force Reserve Command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at **https://afrims.amc.af.mil/rds/index.cfm**.

SUMMARY OF REVISIONS

This revision aligns the supplement with the basic AFMAN; waives the requirement that NF1 items are no longer accounted for in mobility bags (see paragraph **22.9.1.1.**); outlines deployment responsibilities for the functional area manager, deploying commander, and items belonging to the Air National Guard or Air Force Reserve Command (see paragraphs **22.64.1.1.** through **22.64.1.4.**); provides guidance on MAJCOM functional area manager (FAM) checklist (see paragraph **22.65.1.**), equipment management element (EME) training for deploying custodians (see paragraphs 22.66.1 through **22.66.4.**), the EME process for deployment equipment transfer (see paragraphs **22.67.1.** through **22.67.4.**), accounting for deployed items aboard a ship (see paragraph **22.99.2.**), and AS for aircraft no longer in the Air Force inventory (see paragraph **22.175.3. (Added)**). *NOTE:* A bar (|) in the left margin indicates a revision from the previous edition.

22.9.1.1. HQ AETC waives the requirement to account for NF1 items stored in a mobility bag.

22.20.1.1. *NOTE:* When organizations are supported by a contractor, the functional commander (FC) or functional director (FD) must approve requests for base-funded equipment items (budget code 9 and Z).

22.24.2. Maintain AF IMT 601, **Equipment Action Request**, for each request approved under Attachment 22B2, **Table 22B2.1.**, Rule 1, Rule 3, and Rule 4, of the basic manual.

22.24.4. At least annually, units will process the Q09 allowance source code (ASC) list option. During the Q09 review, as a minimum examine the following items:

22.24.4.1. (Added) Duplication of Requirements. Units must research using organizations citing same national stock number (NSN), allowance standard (AS), part, section, subsection and column against multiple equipment records. Validate total authorized quantity against basis of issue. *NOTE:* Use Air Force Equipment Management System (AFEMS) AAVC (current authorization and asset validation), ACAL (command asset usage list), AIOR (in-use organizational assets), or TINQ (allowance inquiry) screens.

22.24.4.2. (Added) Unsuitable Substitute Relationships. Units will check for items having a different FSC, nomenclature or budget code to verify D043 relationships.

22.24.4.3. (Added) Multiple, Component, and Interchangeable Substitute Group (ISG) Relationships. Verify bench mock-ups and other multiple and component ISG relationships authorized within the allowance standard or technical order.

22.24.4.4. (Added) Use Codes. Compare mobility (A), base-use (B), joint-use (C), and war reserve materiel (D) use codes on Equipment Authorization Inventory Data/Document (EAID) records against authorizations in AFEMS.

22.24.4.5. (Added) Special Allowances. Examples of special allowances include 041, 048, 987, and others. Ensure supporting documentation is on file.

22.24.4.6. (Added) Controlled Item Codes. Ensure applicable custodial documentation is on file for classified equipment.

22.24.4.7. (Added) ERRC Codes. Verify only accountable equipment is maintained on EAID records.

22.24.4.8. (Added) Training Authorizations. Training course authorizations are supported by AETC IMT 120, **Training Equipment List,** or AETC IMT 120A, **Field Training Equipment List**. Verify prime NSN is identified on custodian authority and custody receipt listing (CA/CRL), AS, and AETC IMT 120 or AETC IMT 120A. Validate in-use quantities on CA/CRL against AETC IMT 120 or AETC IMT 120A.

22.24.4.9. (Added) Special Allowance Flags. Validate if still required and supporting documentation is on file.

22.24.4.10. (Added) Equipment Codes. Ensure applicable equipment codes are established for locally manufactured assets.

22.24.4.11. (Added) Training Aids. Ensure all NSN training aids are listed in the AS and cited correctly on EAID records (**do not** use 014OOOO).

22.27. **Configuration Data.** Update information by verifying data loaded on the support organization data (OSPT) and organization information (OMOI) screens with the equipment custodian at least annually during CA/CRL validation.

22.29.1.2.2. *NOTE:* Logistic readiness officer or chief of supply (COS) and accountable officer (AO) option to maintain an electronic or manual folder.

22.34.2.1. (Added) According to DOD 7000.14.R, *Department of Defense Financial Management Regulations (FMRS)*, guidance is provided for equipment accountability, units must use the CA/CRL (R14) to account for equipment items that meets the following criteria:

22.34.2.1.1. (Added) Centrally procured.

22.34.2.1.2. (Added) Mobility (UTC-tasked) classified, weapons, WRM, command-driven requirements, and all budget code 9 equipment items costing $5,000 or more on EAID records under AS 054 EAID.

22.34.2.1.3. (Added) All other equipment items bought locally costing less than $5,000 may be accounted for on a locally devised spreadsheet and maintained in the equipment custodial folder.

22.64.1. During the transfer, each deploying unit will ensure:

22.64.1.1. Unit-level functional area managers (FAM) refer to the MAJCOM functional manager checklist available at **https://www.aetc.af.mil/lg/lgr/lgrp/lgrpp/default.htm** for guidance on temporary transfer. Units will use the AETC temporary transfer template **https://www.aetc.af.mil/lg/lgr/lgrp/lgrpp/default.htm** to provide the pertinent information for the transfer. Refer to AETC equipment management office LGRS Web page. The organizational commander is referred to as the deploying commander. The term-associated documentation represents the deploying unit CA/CRL. Recommend the deploying equipment custodian request a new CA/CRL and labels before the deployment. After receipt of the labels, custodians should affix them to the property. If the property is unavailable due to unforeseen circumstances, (that is, the property is being marshaled or in flight to the new location), the labels shall be affixed at the forward operating location (FOL).

22.64.1.2. Deploying commanders appoint equipment custodians before deployment. All equipment must be transferred before departure. At the time of tasking, the equipment management element (EME) will establish memo due-out with TEX code H.

22.64.1.3. Items belonging to the Air National Guard or Air Force Reserve Command, that are permanently transferring have the active duty FAM provide a replacement plan.

22.64.1.4. Units forward the transfer from the MAJCOM FAM or unit-level FAM to the EME.

22.65.1. MAJCOM guidance is provided on the FAM checklist at **https://www.aetc.af.mil/lg/lgr/lgrp/lgrpp/default.htm**. FAM and unit-level FAM will provide EME with deployment information (that is, deploying custodian and commander, organization and shop code, limiting factors [LIMFAC] for equipment not returning on original date).

22.66.1.1. Units must ensure EME deploying custodians are fully trained before deployment.

22.66.3.2.3. Equipment custodian will perform 100 percent inventory before and after return of deployment reducing the possibility of lost assets.

22.66.4. Shipping items via DD Form 1149, **Requisition and Invoice/Shipping Document**, is not authorized for CA/CRL items. If the need arises for deployment, EC must coordinate with EME immediately and ensure the transportation control number (TCN) is annotated on the form.

22.67.1. EME will process the transfer.

22.67.4. Units will use transaction identification code "FME" for mass transfers.

22.99.2. Units will complete the accounting for items on board an aircraft using the deployment procedures described in Section 22H.

22.175.3. (Added) Maintenance Courses. AS 041 may be utilized for FE3047 (IAAFA units) supporting the maintenance courses for aircraft no longer in the Air Force inventory. Backup documentation will not be required; however, EME must ensure the NSN on AETC IMT 120 is not authorized in any other AS.

22.175.4. (Added) Locally Manufactured Items. Account for locally manufactured trainers and components on EAID records. Trainers will be assigned a locally assigned 6910L number and will be carried as

the prime stock number. All major components, to include equipment and reparable items, will be carried as multiple subs of the prime stock number. Bases will ensure a DD Form 1348-6, **DoD Single Line Item Requisition System Document**, is prepared and maintained on file for all 6910L items. The DD Form 1348-6 will include a list of all related multiple subs and will be kept on file as long as the trainer remains in use.

22.175.5. (Added) Requirements Submission. Submit requirements for locally manufactured trainers and training aids to the logistics readiness commander, COS, or AO in a complete work order request package which includes a DD Form 1348-6 and an approved AETC IMT 375, **Training Equipment Request**. DD Form 1348-6 and AF IMT 601 (or AF IMT 2005, **Issue/Turn-in Request**) must show the locally assigned 6910L number if one was previously assigned. If not, enter 6910L in the stock number block of the DD Form 1348-6 and AF IMT 601 or AF IMT 2005.

22.175.5.1. (Added) Base supply will report excess nonstock-listed trainers with a unit cost of over $1,000 to HQ AETC/LGRSE by memorandum. Include the following information:

22.175.5.1.1. (Added) Complete nomenclature, to include type, model, series and serial number of the device (if one is assigned).

22.175.5.1.2. (Added) Unit cost.

22.175.5.1.3. (Added) Excess quantity and dates items can be released.

22.175.5.1.4. (Added) Course numbers and course titles affected.

22.175.5.1.5. (Added) Reason the training item is excess (for example, a change in training standard, the course was replaced by new trainers, etc.) and the training equipment or materiel replacing it (if appropriate).

22.175.5.1.6. (Added) Subject area, type and level of instruction the training items are capable of supporting.

22.175.5.1.7. (Added) Whether the device is operable, animated, cutaway, status display or combination.

22.175.5.1.8. (Added) Condition and status of modifications (when applicable).

22.175.5.1.9. (Added) Location of excess property if other than the reporting equipment account.

22.175.5.1.10. (Added) Weight and cube of each item.

22.175.6. (Added) Aircraft Training Devices. Aircraft cleared by the owning MAJCOM may be retained on EAID records as training devices using a locally assigned NSN from the Federal Stock Class (FSC) 69. Cite ASC 0140000 as authorization for items.

22.223. (Added) **IMTs/Forms Adopted.** DD Form 1149, **Requisition and Invoice/Shipping Document**; DD Form 1348-6, **DoD Single Line Item Requisition System Document;** AF IMT 601, AF IMT 2005, **Issue/Turn-in Request**; AETC IMT 120, **Training Equipment List;** AETC IMT 120A, **Field Training Equipment List;** and AETC IMT 375, **Training Equipment Request**.

Table 22B2.1.

NOTE: 3. Maintain AF IMT 601 instead of a certified listing for all allowance standards, special allowances, and special allowance flags where approval is higher than base level (see paragraph **22.24.2.**, this supplement).

RUSSELL M. GIMMI, Colonel, USAF
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